

## Export requests

You can export requests added to colorways to check them. To do so, follow these steps:

1. Click **Export**, the following window appears:

Export

1 Data 2 Format 3 Filter 4 Options 5 Review

Welcome to the Export Wizard. The following steps will guide you through the process of exporting any required information from this catalog. Please begin by selecting what information you would like to export, Or select one of the saved options

Colorways

Merchandising Board

Whiteboard Frame

Order Form

Requests

Back Next

2. Select “Requests”, then click **Next**, the following window appears:

Export

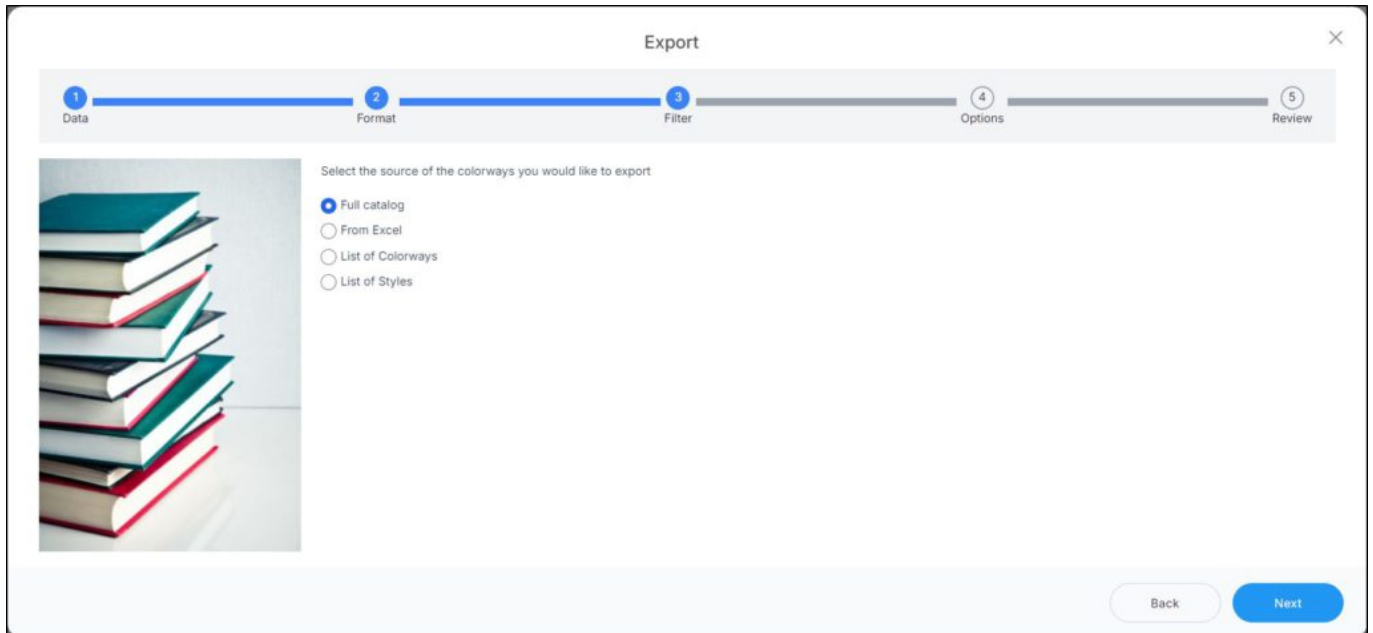
1 Data 2 Format 3 Filter 4 Options 5 Review

Select the file format of the required output

Excel

Back Next

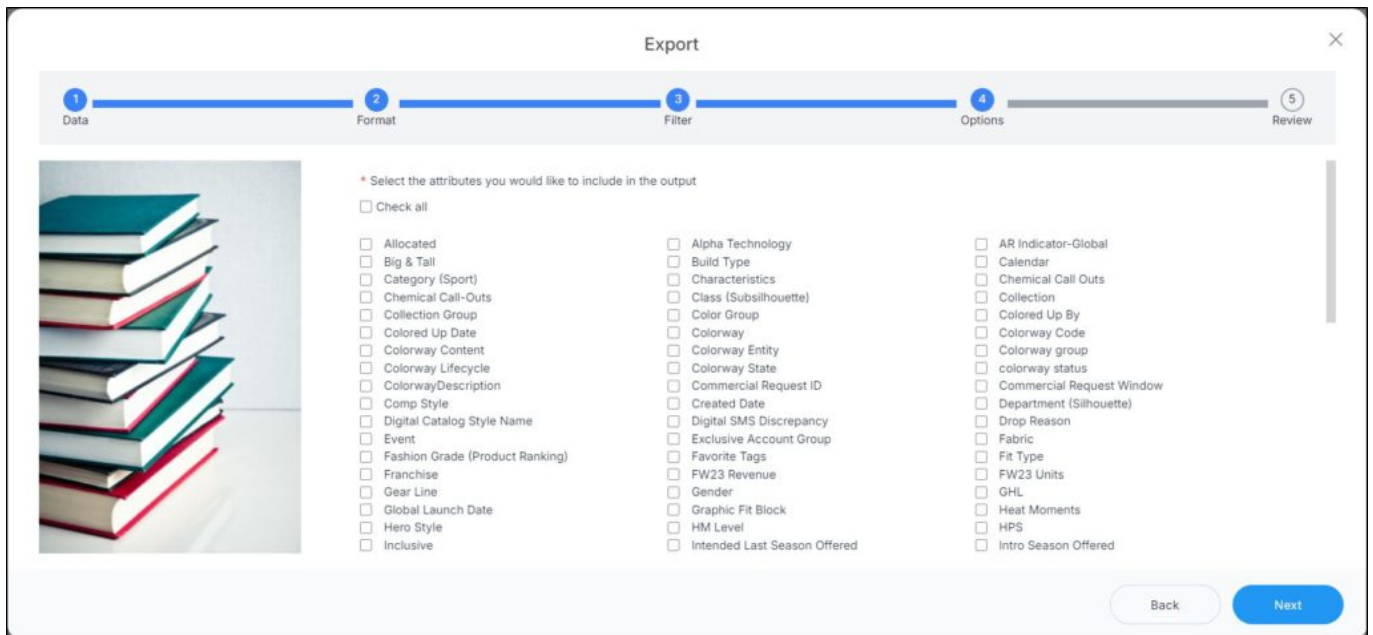
3. Click **Next**, the following window appears:



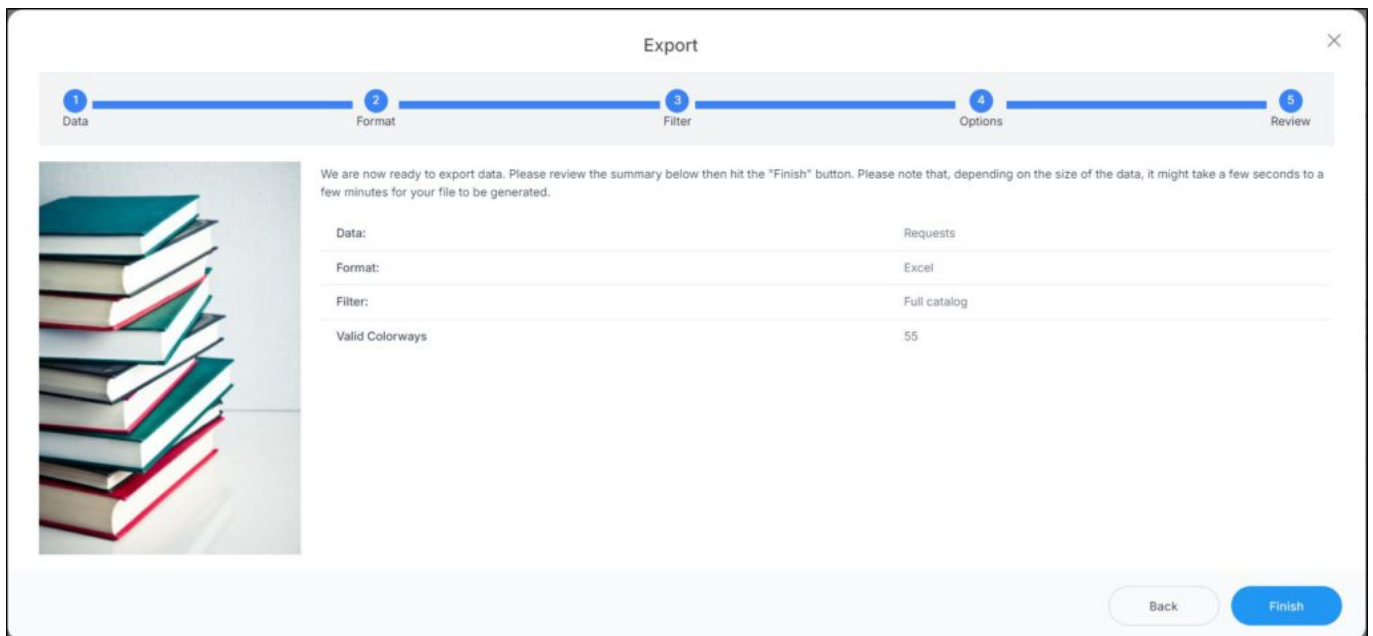
4. Click the radio button next to the option you want:

- If you select "Full catalog", requests for all the articles are exported.
- If you select "From Excel", you need to browse for the Excel file containing the articles, select the sheet and map the columns.
- If you select "List of colorways", you need to paste a list of colorway numbers.
- If you select "List of styles", you need to paste a list of style numbers.

5. Click **Next**, the Options window appears as shown in the below example:



6. Select the attributes you want to include or click the checkbox next to Include all attributes. You can also select to include inactive colorways,
7. Click **Next**, the **Review** window appears:



8. Click **Finish**, a window appears to enable you to enter the file name and the location where you want to store it.

The exported request file appears as shown in the below example:

|    | A          | B         | C        | D      | E          | F          | G          | H          | I           | J          | K           | L          | M            | N | O |
|----|------------|-----------|----------|--------|------------|------------|------------|------------|-------------|------------|-------------|------------|--------------|---|---|
| 1  | Request Id | Request N | Colorway | Status | Request St | Request Ty | Source Sty | Decision C | Rejection I | Created By | Created Di  | Updated B  | Updated Date |   |   |
| 2  | 22438      | 1005684-F |          | Active | New        | New        | 1005684    |            |             | varsha.gac | 19 Aug 2024 | varsha.gac | 19 Aug 2024  |   |   |
| 3  | 22439      | 1005684-F |          | Active | New        | New        | 1005684    |            |             | varsha.gac | 19 Aug 2024 | varsha.gac | 19 Aug 2024  |   |   |
| 4  | 22446      | 1005684-F |          | Active | New        | New        | 1005684    |            |             | varsha.gac | 23 Aug 2024 | varsha.gac | 23 Aug 2024  |   |   |
| 5  | 22433      | 1296685-F |          | Active | New        | New        | 1296685    |            |             | varsha.gac | 16 Aug 2024 | varsha.gac | 16 Aug 2024  |   |   |
| 6  | 22403      | 1296688-F |          | Active | New        | New        | 1296688    |            |             | neethu.an  | 2 Aug 2024  | neethu.an  | 2 Aug 2024   |   |   |
| 7  | 22404      | 1296688-F |          | Active | New        | New        | 1296688    |            |             | neethu.an  | 2 Aug 2024  | neethu.an  | 2 Aug 2024   |   |   |
| 8  | 22405      | 1296688-F |          | Active | New        | New        | 1296688    |            |             | neethu.an  | 2 Aug 2024  | neethu.an  | 2 Aug 2024   |   |   |
| 9  | 22400      | 1296690-F |          | Active | New        | New        | 1296690    |            |             | neethu.an  | 2 Aug 2024  | neethu.an  | 2 Aug 2024   |   |   |
| 10 | 22401      | 1296690-F |          | Active | New        | New        | 1296690    |            |             | neethu.an  | 2 Aug 2024  | neethu.an  | 2 Aug 2024   |   |   |
| 11 | 22402      | 1296690-F |          | Active | New        | New        | 1296690    |            |             | neethu.an  | 2 Aug 2024  | neethu.an  | 2 Aug 2024   |   |   |
| 12 | 22447      | 1353309-9 |          | Active | New        | Carryover  | 1353309    |            |             | varsha.gac | 23 Aug 2024 | varsha.gac | 23 Aug 2024  |   |   |
| 13 | 22434      | 1363280-6 |          | Active | New        | Carryover  | 1363280    |            |             | varsha.gac | 16 Aug 2024 | varsha.gac | 16 Aug 2024  |   |   |
| 14 | 22444      | 1365408-4 |          | Active | New        | Carryover  | 1365408    |            |             | varsha.gac | 23 Aug 2024 | varsha.gac | 23 Aug 2024  |   |   |
| 15 | 22406      | 1378835-F |          | Active | New        | New        | 1378835    |            |             | neethu-sel | 2 Aug 2024  | neethu-sel | 2 Aug 2024   |   |   |
| 16 | 22407      | 1378835-F |          | Active | New        | New        | 1378835    |            |             | neethu-sel | 2 Aug 2024  | neethu-sel | 2 Aug 2024   |   |   |
| 17 | 22408      | 1378835-F |          | Active | New        | New        | 1378835    |            |             | neethu-sel | 2 Aug 2024  | neethu-sel | 2 Aug 2024   |   |   |
| 18 | 22412      | 1378835-F |          | Active | Approve    | New        | 1378835    | Approved-  |             | kishorusa  | 7 Aug 2024  | nandkishi  | 7 Aug 2024   |   |   |

Create Article Requests

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